



Puerto Rico Department of Treasury
Treasury Single Account ("TSA") FY 2020 Cash Flow
As of August 30, 2019

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Glossary

Term	Definition
ACAA	- Automobile Accident Compensation Administration, or Administración de Compensaciones por Accidentes de Automóviles , is a component unit of the Commonwealth of Puerto Rico.
Act 154	- Act 154 means Act No. 154-2010, which, inter alia, imposes a temporary excise tax on the acquisition by multinationals of certain property manufactured or produced in whole or in part in Puerto Rico and on the acquisition of certain manufacturing services carried out in Puerto Rico. The Act 154 temporary excise tax expires on December 31, 2027.
AFI / PRIFA	- Infrastructure Financing Authority.
Agency Collections	- Collections made by central government agencies at collection posts for services rendered by the agencies as well as fees, licenses, permits, fines and others.
ASC	- Compulsory Liability Insurance , private insurance company.
ASES	- Puerto Rico Health Insurance Administration, a public corporation and component unit of the Commonwealth of Puerto Rico.
BBA	- BBA refers to the Bipartisan Budget Act of 2018 passed by the United States Congress on 2/9/2018. The BBA includes provisions for additional disaster relief funding for Puerto Rico in addition to incremental federal funds to support Puerto Rico's public health care costs (Medicaid funding) for two years.
CINE	- Puerto Rico Cinema Fund, a recipient of certain assigned sales and use tax revenues.
COFINA	- Puerto Rico Sales Tax Financing Corporation.
DTPR	- Department of the Treasury of Puerto Rico.
DTPR Collection System	- This is the software system that DTPR uses for collections.
FAM	- Municipal Fund Administration, a recipient of certain assigned sales and use tax revenues.
General Collections	- All Gross tax collections received and deposited into the TSA from all Hacienda Collection Posts and/or through the Hacienda Colecturía Virtual (online).
General Fund	- General Fund (Operating Fund) means the Commonwealth principal operating fund; disbursements from such fund are generally approved through the Commonwealth's annual budgeting process.
HTA	- Puerto Rico Highways and Transportation Authority, a public corporation and a component unit of the Commonwealth of Puerto Rico.
JRS	- Judiciary Retirement System means the Retirement System for the Judiciary of the Commonwealth of Puerto Rico, a statutory trust created to provide pension and other benefits to retired judges of the Judiciary Branch of the Commonwealth. JRS is a fiduciary fund of the Commonwealth of Puerto Rico for purposes of the Commonwealth's financial statements.
Liquidity Plan (LP)	- The Liquidity Plan is the translation of the Certified Fiscal Plan ("CFP") and Certified Budget ("Budget") into a cash flow projection. The TSA Liquidity Plan encompasses all cash flow activity within the TSA. Certain cash flow activity is contemplated in the CFP and Budget, but occurs outside the TSA. Cash flow bridges from the TSA to the CFP and Budget have been included to facilitate comparison.
Net Payroll	- Net payroll is equal to gross payroll less tax withholdings and other deductions.
NAP	- NAP, or the Nutrition Assistance Program, also known as PAN, or Programa de Asistencia Nutricional is a federal assistance nutritional program provided by the United States Department of Agriculture (USDA) solely to Puerto Rico.
Pension PayGo	- Pension PayGo - Puerto Rico pension system that is funded through a pay-as-you-go system. Retirement benefits expenses of government employers are paid by the central government and reimbursed by the employers, with such funds received by the TSA.
PREPA	- Puerto Rico Electric Power Authority, a public corporation and a component unit of the Commonwealth of Puerto Rico.
PRHA	- Puerto Rico Housing Authority, a public corporation and a component unit of the Commonwealth of Puerto Rico.
PSTBA	- The PSTBA is an amount established under Act 91-2006, as amended, and the Sales Tax Revenue Bond Resolution, as amended and restated on June 10, 2009 (the "Bond Resolution"), that currently must be received by COFINA from 5.5% of the SUT before the Commonwealth can receive any of the other 5.5% SUT.
Public Corporation	- Public corporations are governmental authorities with autonomous structure separate from the central government administration and with independent treasury functions.
Retained Revenues	- Revenues conditionally assigned to certain public corporations and the collections of those revenues are through accounts referred to as "pass through" accounts. The largest of these pass-through accounts consist of (i) AACA auto insurance, (ii) AFI/RBC petroleum tax, (iii) ASC personal injury insurance, (iv) HTA toll revenues.
SIFC	- State Insurance Fund Corporation, a public corporation and a component unit of the Commonwealth of Puerto Rico.
Special Revenue Funds	- Commonwealth governmental funds separate from the General Fund that are created by law, are not subject to annual appropriation and have specific uses established by their respective enabling legislation. Special Revenue Funds are funded from, among other things, revenues from federal programs, tax revenues assigned by law to public corporations and other third parties, fees and charges for services by agencies, dividends from public corporations and financing proceeds.
SURI	- Sistema Unificado de Rentas Internas is the new digital tool of the Department of the Treasury that will allow integration and streamlining of the administration of taxes and revenues and eliminate the complexity of the current systems for the benefit of the Treasury and the taxpayers.
TSA	- Treasury Single Account, the Commonwealth's main operational bank account (concentration account) in which a majority of receipts from Governmental funds are deposited and from which most expenses are disbursed. TSA receipts include tax collections, charges for services, intergovernmental collections, the proceeds of short and long-term debt issuances and amounts held in custody by the Secretary of the Treasury for the benefit of the Commonwealth's fiduciary funds. Only a portion of the revenues received by the TSA is included in the annual General Fund budget presented to the Puerto Rico Legislative Assembly for approval. Other revenues are separately assigned by law to certain agencies or public corporations but still flow through the TSA.

Introduction

- Enclosed is the weekly Treasury Single Account ("TSA") cash flow report and supporting schedules with weekly actual results YTD FY20 compared to the FY2019 actual results.
- TSA is the Commonwealth's main operational bank account (concentration account) in which a majority of receipts from Governmental funds are deposited and from which most expenses are disbursed.
- Receipts in the TSA include tax collections (including revenues assigned to certain public corporations and pledged for the payment of their debt service), charges for services, intergovernmental collections (such as reimbursements from Federal assistance grants), the proceeds of short and long-term debt issuances held in custody by the Secretary of Treasury for the benefit of the Government fiduciary funds, and other receipts. Only a portion of the revenues received by the TSA is included in the annual General Fund budget presented to the Puerto Rico Legislative Assembly for approval. Other revenues are separately assigned by law to certain agencies or public corporations but still flow through the TSA.
- Disbursements from the TSA include payroll and related costs, vendor and operational disbursements (including those reimbursed by Federal assistance grants and funded from Special Revenue Funds), welfare expenditures, capital outlays, debt service payments, required budgetary formulas and appropriation payments, pass-through payments of pledged revenues to certain public corporations, tax refunds, payments of current pension benefits and other disbursements.
- Federal funds related to disaster relief for hurricanes Irma and Maria are deposited in a separate bank account overseen by the Government Authorized Representative ("GAR"). Funds may be transferred to the TSA either: (i) after admissible disbursements (per approved Project Worksheets) have been made or (ii) once supporting documentation for an accrual or related expense are provided to and approved by FEMA. Therefore, FEMA funding may also be received in advance of actual cash disbursement, as payments to vendors may occur subsequent to when the corresponding services are rendered / expenses are recorded.
- Data limitations and commentary:
The government has focused on cash transaction information for which access to reliable, timely, and detailed data is readily available. The government continues to work with DTPR and other parties to access additional reliable data that would help to provide additional detail in the future.
- This report reflects actual results versus the same period prior year. The FY20 liquidity plan is under development, once complete, the weekly report will reflect a comparison to liquidity plan along with the traditional supporting schedules.

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Executive Summary - TSA Cash Flow Actual Results

(figures in Millions)

\$7,807	(\$118)	\$582	\$536
Bank Cash Position	Weekly Cash Flow	YTD Net Cash Flow	YTD Net Cash Flow Variance

YTD Net Cash Flow Variance (FY20 versus FY19) as of August 30, 2019

Cash Flow line item	FY20 vs FY19 Variance	Comments
1 State Collections	360	1. YTD receipts out-performed the same period in the previous year. Variance is largely driven by FY20 YTD increase in collections of Act 154 and Corporate Income Taxes.
2 Tax Refunds	155	
3 FEMA Cost Share	68	2. Decrease in tax refunds and garnishments is mostly due to employment retention tax credits (ERTC) disbursed in FY19 amounting to \$145M. YTD ERTC payments in FY20 amount to \$25M.
4 Public corporation loan repayment	(126)	3. FEMA cost share variance is driven by FEMA cost share payments made in FY19 relating to prior year
5 All Other	79	4. Puerto Rico Central Government loaned \$300M to PREPA pursuant the Superpriority Post-petition Revolving Credit Loan Agreement in February of FY2018. FY19 inflow relates to mandatory loan repayments based on PREPA revenues and cash balance in FY2019.
Total Variance	\$ 536	

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TSA Cash Flow Actual Results for the Week Ended August 30, 2019

(figures in Millions)	FY20 Actual 8/30	FY20 Actual YTD	FY19 Actual YTD (a)	Variance YTD FY20 vs FY19
State Collections				
1 General fund collections (b)	\$104	\$2,049	\$1,533	\$516
2 Non-General fund pass-through collections (c)	17	70	161	(91)
3 Other special revenue fund collection	5	69	82	(13)
4 Other state collections (d)	3	48	100	(52)
5 Subtotal - State collections	<u>\$129</u>	<u>\$2,236</u>	<u>\$1,876</u>	<u>\$360</u>
Federal Fund Receipts				
6 Medicaid	—	213	\$664	(451)
7 Nutrition Assistance Program	59	457	551	(94)
8 FEMA	—	89	130	(41)
9 Employee Retention Credits (ERC)	—	25	145	(120)
10 Vendor Disbursements, Payroll, & Other	40	220	205	15
11 Subtotal - Federal Fund receipts	<u>\$99</u>	<u>\$1,004</u>	<u>\$1,695</u>	<u>(-\$691)</u>
Balance Sheet Related				
12 Paygo charge	6	127	62	65
13 Public corporation loan repayment	—	—	\$126	(126)
14 Other	—	—	—	—
15 Subtotal - Other Inflows	<u>\$6</u>	<u>\$127</u>	<u>\$188</u>	<u>(-\$61)</u>
16 Total Inflows	<u><u>\$234</u></u>	<u><u>\$3,367</u></u>	<u><u>\$3,759</u></u>	<u><u>(-\$392)</u></u>
Payroll and Related Costs (e)				
17 General Fund	(76)	(419)	(403)	(16)
18 Federal Fund	(14)	(89)	(89)	—
19 Other State Funds	(3)	(24)	(22)	(2)
20 Subtotal - Payroll and Related Costs	<u>(93)</u>	<u>(532)</u>	<u>(514)</u>	<u>(-\$18)</u>
Vendor Disbursements (f)				
21 General fund	(30)	(245)	(273)	28
22 Federal fund	(47)	(384)	(422)	38
23 Other State fund	(9)	(17)	(145)	128
24 Subtotal - Vendor Disbursements	<u>(86)</u>	<u>(646)</u>	<u>(840)</u>	<u>\$194</u>
Appropriations - All Funds				
25 General Fund	—	(365)	(318)	(47)
26 Federal Fund	—	(209)	(621)	412
27 Other State Fund	(18)	(49)	(34)	(15)
28 Subtotal - Appropriations - All Funds	<u>(18)</u>	<u>(623)</u>	<u>(973)</u>	<u>\$350</u>
Other Disbursements - All Funds				
29 Pension Benefits	(89)	(413)	(412)	(1)
30 Tax Refunds (g)	(3)	(71)	(226)	155
31 Nutrition Assistance Program	(50)	(427)	(545)	118
32 Title III Costs	(2)	(26)	(58)	32
33 FEMA Cost Share	—	(34)	(102)	68
34 Other Disbursements	(11)	(13)	(43)	30
35 Cash Reserve	—	—	—	—
36 Loans and Tax Revenue Anticipation Notes	—	—	—	—
37 Subtotal - Other Disbursements - All Funds	<u>(155)</u>	<u>(984)</u>	<u>(1,386)</u>	<u>\$402</u>
38 Total Outflows	<u><u>(352)</u></u>	<u><u>(2,785)</u></u>	<u><u>(3,713)</u></u>	<u><u>\$928</u></u>
39 Net Operating Cash Flow	<u><u>(118)</u></u>	<u><u>582</u></u>	<u><u>46</u></u>	<u><u>\$536</u></u>
40 Bank Cash Position, Beginning (h)	7,925	7,225	3,098	
41 Bank Cash Position, Ending (h)	<u><u>\$7,807</u></u>	<u><u>\$7,807</u></u>	<u><u>\$3,144</u></u>	

Note: Refer to the next page for footnote reference descriptions.

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FY20 TSA Cash Flow Actual Results - Footnotes

Footnotes:

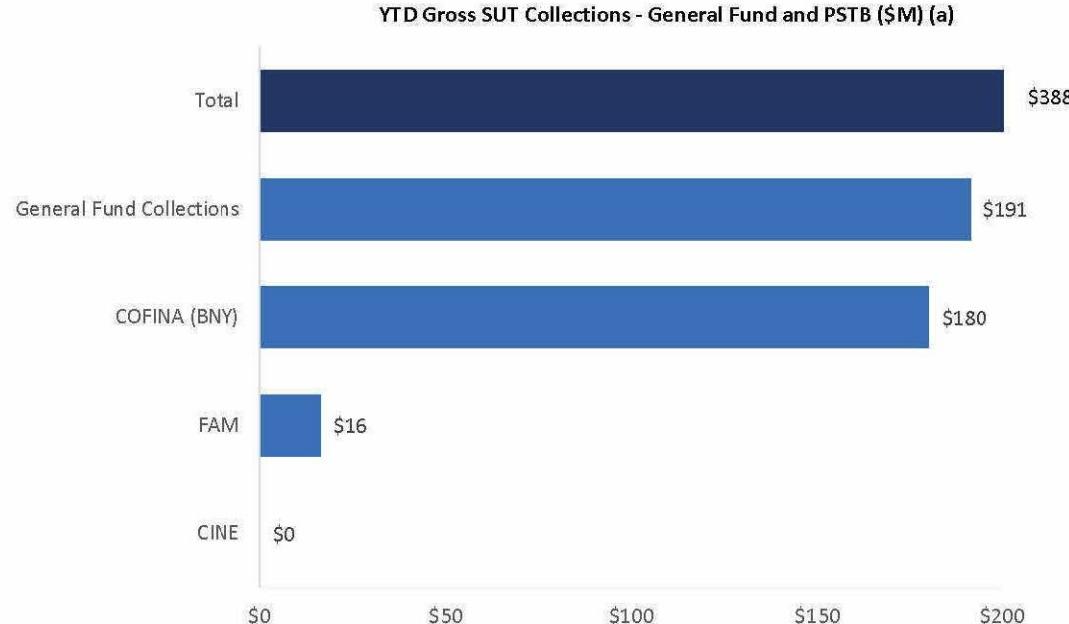
- (a) Represents FY2019 actual results through August 31, 2018.
- (b) Represents gross tax collections received and deposited from all Hacienda Collection Posts, through the Hacienda Colecturia Virtual (online) and/or SURI.
- (c) These revenues are collected by DTPR and immediately appropriated.
- (d) Inflows related to the State Insurance Fund, the Department of Labor and Human Resources, the Commissioner of Financial Institutions, and others. Additionally, as of the date of this report, the "Other State Collections" line item includes unreconciled collections due to DTPR transition to collecting various gross tax receipts through the new SURI system. The transition from the Hacienda Colecturia collections system to SURI is ongoing and as such, revenue concept detail for the general tax SURI collections is not available at this time for the portion of collections received by the new general tax SURI account. This resulted in timing-related unreconciled gross collections which will be retroactively allocated to "General Collections" as appropriate once this information becomes available.
- (e) Represents total gross payroll. Gross payroll includes net payroll disbursed to government employees, cash transfers to the Police Department for payroll costs, and other payroll related costs (employee withholdings, social security, insurance, and other deductions).
- (f) Includes payments to third-party vendors as well as intergovernmental payments to agencies with separate Treasuries.
- (g) Includes Federally Funded Employee Retention Credits.
- (h) Excludes BPPR Clawback Accounts (for clawback revenues prior to June 2016) of \$147M.

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Sales and Use Tax Collections Summary

Key Takeaways / Notes

- 1.) The proceeds from the Puerto Rico 10.5% SUT rate are allocated as follows: Of the 10.5%, 5.5% is deposited into a COFINA BNY Mellon account until the PSTBA cap is reached, and 4.5% is deposited into the General Fund. The remaining 0.5% is remitted to FAM.



Footnotes

- (a) This schedule reflects gross cash activity and is subject to revision based on periodic reconciliations and accounting adjustments.

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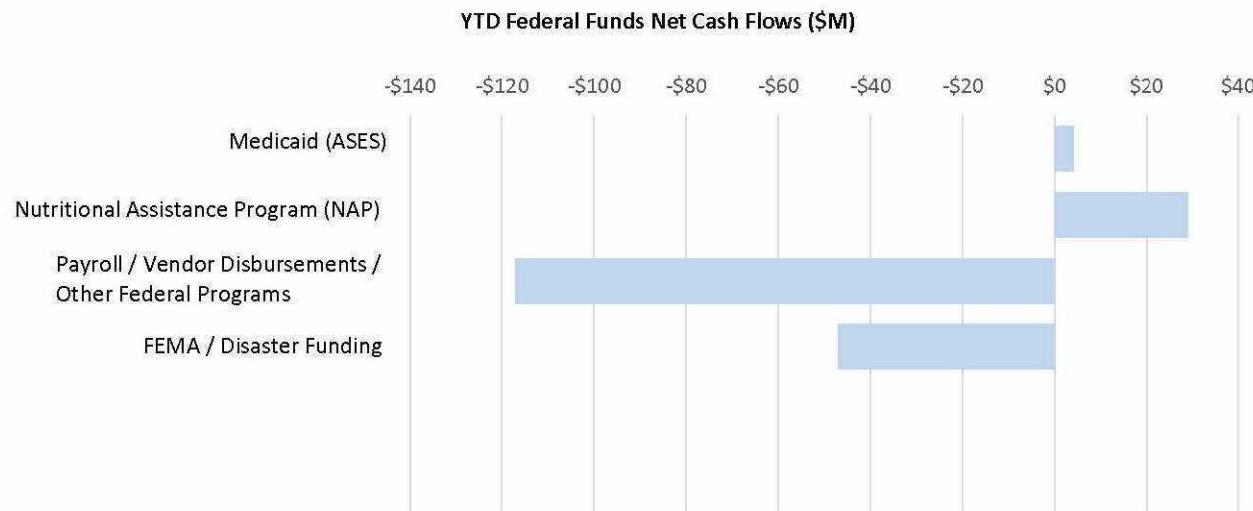
Federal Funds Net Cash Flow Summary

Key Takeaways / Notes

- 1.) Receipts for the Nutritional Assistance Program (NAP) and Medicaid (ASES Pass-through) are received in advance of the subsequent pass through disbursements. Federal Funds received for Payroll and Vendor Payments are typically reimbursed following disbursement. Disasted Related Federal Funds are received once supporting documentation for an accrual or related expense are provided to and approved by FEMA. Currently, there may be temporary surplus / (deficit) due timing differences relating to prior year carryover.

Weekly FF Net Surplus (Deficit)	Net Cash		
	FF Inflows	FF Outflows	Flow
Medicaid (ASES)	\$ -	\$ -	\$ -
Nutritional Assistance Program (NAP)	59	(50)	9
Payroll / Vendor Disbursements / Other Federal Programs	40	(61)	(21)
FEMA / Disaster Funding	-	-	-
Employee Retention Credit (ERC)	-	-	-
Total	\$ 99	(111)	\$ (12)

YTD Cumulative FF Net Surplus (Deficit)	Net Cash		
	FF Inflows	FF Outflows	Flow
Medicaid (ASES)	\$ 213	\$ (209)	\$ 4
Nutritional Assistance Program (NAP)	457	(428)	29
Payroll / Vendor Disbursements / Other Federal Programs	220	(337)	(117)
FEMA / Disaster Funding	89	(136)	(47)
Employee Retention Credit (ERC)	25	(25)	-
Total	1,004	\$ (1,135)	\$ (131)



Footnotes

- (a) Prior year surplus carried over to the current fiscal year amount to \$231M, \$87M, \$114M and \$108M relating to Medicaid, NAP, Payroll/Vendor Disbursements and FEMA, respectively.

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Schedule A: Central Government - Live Web Portal AP by Payee Type (a) (b)

All Agencies

(figures in \$000s)

Continues and Continued...

ID	Agency Name	3rd Party Payables	Intergovernmental Payables	Total
071	Department of Health	\$ 155,348	\$ 13,337	\$ 168,685
078	Department of Housing	96,136	38	96,174
081	Department of Education	57,706	1,972	59,678
016	Office of Management and Budget	25,945	2	25,947
023	Department of State	19,753	-	19,753
049	Department of Transportation and Public Works	18,577	1	18,578
095	Mental Health and Addiction Services Administration	13,169	1,755	14,924
123	Families and Children Administration	14,438	85	14,523
126	Vocational Rehabilitation Administration	11,297	570	11,867
025	Hacienda (entidad interna - fines de contabilidad)	9,770	26	9,796
221	Emergency Medical Services Corps	9,468	45	9,513
043	Puerto Rico National Guard	8,470	13	8,483
122	Department of the Family	7,557	172	7,729
014	Environmental Quality Board	4,118	3,053	7,171
028	Commonwealth Election Commission	6,973	91	7,064
038	Department of Justice	5,448	158	5,606
050	Department of Natural and Environmental Resources	4,749	653	5,402
067	Department of Labor and Human Resources	4,456	135	4,591
127	Adm. for Socioeconomic Development of the Family	2,067	1,053	3,120
015	Office of the Governor	2,906	27	2,933
040	Puerto Rico Police	2,896	1	2,897
055	Department of Agriculture	2,760	-	2,760
022	Office of the Commissioner of Insurance	2,667	1	2,668
021	Emergency Management and Disaster Adm. Agency	2,374	153	2,527
137	Department of Correction and Rehabilitation	1,800	162	1,962
031	General Services Administration	1,877	6	1,883
018	Planning Board	1,497	1	1,498
087	Department of Sports and Recreation	1,417	37	1,454
105	Industrial Commission	1,078	-	1,078
045	Department of Public Security	660	-	660
075	Office of the Financial Institutions Commissioner	469	-	469
153	Advocacy for Persons with Disabilities of the Commonwealth	431	-	431
035	Industrial Tax Exemption Office	338	-	338
152	Elderly and Retired People Advocate Office	280	-	280
096	Women's Advocate Office	219	55	274

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Schedule A: Central Government - Live Web Portal AP by Payee Type (a) (b)

All Agencies

(figures in \$000s)

Continues and Continued...

ID	Agency Name	3rd Party Payables	Intergovernmental Payables	Total
042	Firefighters Corps	247	2	249
124	Child Support Administration	188	-	188
065	Public Services Commission	171	3	174
141	Telecommunication's Regulatory Board	119	-	119
030	Office of Adm. and Transformation of HR in the Govt.	98	-	98
037	Civil Rights Commission	59	-	59
024	Department of the Treasury	53	2	55
089	Horse Racing Industry and Sport Administration	44	-	44
098	Corrections Administration	3	31	34
132	Energy Affairs Administration	31	-	31
069	Department of Consumer Affairs	30	-	30
120	Veterans Advocate Office	30	-	30
139	Parole Board	27	-	27
060	Citizen's Advocate Office (Ombudsman)	17	-	17
034	Investigation, Prosecution and Appeals Commission	13	-	13
062	Cooperative Development Commission	10	-	10
155	State Historic Preservation Office	5	-	5
	Other	6,235	1,725	7,960
Total		\$ 506,494	\$ 25,365	\$ 531,859

Footnotes:

- (a) Data presented above represents the Central Government live AP Web Portal repository of third party and intergovernmental invoices by agency, implemented in FY2019. The full transition to managing central government payables through the web portal is complete, however government agencies and vendors continue to analyze the information contained in this report to ensure its accuracy. Ongoing efforts with the largest agencies and their vendors to implement the appropriate processes and controls needed to realize improvements in reporting and efficiency continue as of the date of this report.
- (b) On a go-forward basis, vendors submit invoices for approval through the live AP Web Portal where they are logged electronically, matched with the appropriate purchase order or other relevant documentation, and approved / vouchered at the agency level through the online interface.

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Schedule B: Central Government - Live Web Portal AP Aging (a) (b)

All Agencies

(figures in \$000s)

Continues and Continued...

ID	Agency Name	0 - 30	31 - 60	61 - 90	Over 90 days	Total
071	Department of Health	\$ 14,140	\$ 13,349	\$ 12,173	\$ 129,023	168,685
078	Department of Housing	766	629	3,157	91,622	96,174
081	Department of Education	21,355	6,641	2,760	28,922	59,678
016	Office of Management and Budget	1,704	14,954	1,299	7,990	25,947
023	Department of State	2,443	1,242	8,119	7,949	19,753
049	Department of Transportation and Public Works	1,624	1,764	738	14,452	18,578
095	Mental Health and Addiction Services Administration	3,870	2,762	868	7,424	14,924
123	Families and Children Administration	314	664	485	13,060	14,523
126	Vocational Rehabilitation Administration	775	458	802	9,832	11,867
025	Hacienda (entidad interna - fines de contabilidad)	695	3,529	1,500	4,072	9,796
221	Emergency Medical Services Corps	327	69	39	9,078	9,513
043	Puerto Rico National Guard	616	913	150	6,804	8,483
122	Department of the Family	1,295	521	163	5,750	7,729
014	Environmental Quality Board	4,466	54	1,645	1,006	7,171
028	Commonwealth Election Commission	104	30	26	6,904	7,064
038	Department of Justice	587	353	556	4,110	5,606
050	Department of Natural and Environmental Resources	410	416	678	3,898	5,402
067	Department of Labor and Human Resources	1,048	434	504	2,605	4,591
127	Adm. for Socioeconomic Development of the Family	524	455	257	1,884	3,120
015	Office of the Governor	103	1,140	738	952	2,933
040	Puerto Rico Police	710	162	21	2,004	2,897
055	Department of Agriculture	1,081	549	117	1,013	2,760
022	Office of the Commissioner of Insurance	792	15	5	1,856	2,668
021	Emergency Management and Disaster Adm. Agency	414	134	40	1,939	2,527
137	Department of Correction and Rehabilitation	1,040	95	94	733	1,962
031	General Services Administration	70	15	3	1,795	1,883
018	Planning Board	160	4	6	1,328	1,498
087	Department of Sports and Recreation	337	128	34	955	1,454
105	Industrial Commission	431	134	211	302	1,078
045	Department of Public Security	94	43	13	510	660
075	Office of the Financial Institutions Commissioner	219	94	7	149	469
153	Advocacy for Persons with Disabilities of the Commonwealth	12	-	150	269	431
035	Industrial Tax Exemption Office	-	2	6	330	338

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Schedule B: Central Government - Live Web Portal AP Aging (a) (b)

All Agencies

(figures in \$000s)

Continues and Continued...

ID	Agency Name	0 - 30	31 - 60	61 - 90	Over 90 days	Total
152	Elderly and Retired People Advocate Office	177	7	10	86	280
096	Women's Advocate Office	62	89	48	75	274
042	Firefighters Corps	116	4	13	116	249
124	Child Support Administration	58	6	6	118	188
065	Public Services Commission	10	3	-	161	174
141	Telecommunication's Regulatory Board	57	29	3	30	119
030	Office of Adm. and Transformation of HR in the Govt.	4	2	18	74	98
037	Civil Rights Commission	22	21	-	16	59
024	Department of the Treasury	39	9	3	4	55
089	Horse Racing Industry and Sport Administration	17	11	6	10	44
098	Corrections Administration	-	-	-	34	34
132	Energy Affairs Administration	-	-	-	31	31
069	Department of Consumer Affairs	6	10	4	10	30
120	Veterans Advocate Office	13	6	6	5	30
139	Parole Board	4	-	-	23	27
060	Citizen's Advocate Office (Ombudsman)	3	3	-	11	17
034	Investigation, Prosecution and Appeals Commission	1	-	3	9	13
062	Cooperative Development Commission	1	3	-	6	10
155	State Historic Preservation Office	2	1	1	1	5
	Other	152	564	138	7,106	7,960
	Total	\$ 63,270	\$ 52,520	\$ 37,623	\$ 378,446	\$ 531,859

Footnotes:

- (a) Data presented above represents the Central Government live AP Web Portal repository of third party and intergovernmental invoices by agency, implemented in FY2019. The full transition to managing central government payables through the web portal is complete, however government agencies and vendors continue to analyze the information contained in this report to ensure its accuracy. Ongoing efforts with the largest agencies and their vendors to implement the appropriate processes and controls needed to realize improvements in reporting and efficiency continue as of the date of this report.
- (b) On a go-forward basis, vendors submit invoices for approval through the live AP Web Portal where they are logged electronically, matched with the appropriate purchase order or other relevant documentation, and approved / vouchered at the agency level through the online interface.